DOCUMENT RESUME

ED 438 785 IR 019 910

AUTHOR	Beck, Ingrid
TITLE	Building Preservation Knowledge in Brazil.
INSTITUTION	Council on Library and Information Resources, Washington, DC.
SPONS AGENCY	Andrew W. Mellon Foundation, New York, NY.
ISBN	ISBN-1-887334-71-8
PUB DATE	1999-11-00
NOTE	47p.
AVAILABLE FROM	Council on Library and Information Resources, 1755 Massachusetts Ave., NW, Suite 500, Washington, DC 20036 ($15 prepaid). Tel: 202-939-4750; Fax: 202-939-4765. For full text: http://www.clir.org.
PUB TYPE	Reports - Descriptive (141)
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	Archives; Cooperative Programs; Foreign Countries; Information Dissemination; Information Networks; International Cooperation; Library Collections; *Preservation; Prevention
IDENTIFIERS	*Brazil; Portuguese (Brazilian)

ABSTRACT

The project to translate into Portuguese and disseminate preservation knowledge was part of a broader partnership between the Council on Library and Information Resources, which incorporates the former Commission on Preservation and Access, and a consortium of Brazilian archival, library, and museum institutions. The partnership was intended to serve as an information network for preventative conservation for all Brazilian institutions with collections on paper and film and in digital form. This included federal, state, and municipal institutions; public and private museums; universities; and local cultural institutions and foundations. Following the project's successful first phase in 1998, it received the highest cultural heritage award presented by Brazil's Ministry of Culture. This report gives an overview of the project that discusses the origins, organization and funding, objectives, and results. It then outlines "The Blueprint Phases One: 1996-1997" which discusses the documentation in Portuguese, institutional database, core workshops, and regional workshops. "The Blueprint, Phase Two: 1998-1999" discusses new workshops, survey, Web site launch, and publications. Lessons learned and recommendations are also outlined. Appendices include the translated titles, institutional database questionnaire, and contact information for collaborative institutions and workgroup members. (AEF)

Reproductions supplied by EDRS are the best that can be made
from the original document.

ED 438 785

Building Preservation Knowledge in Brazil

by Ingrid Beck

November 1999

PERMISSION TO REPRODUCE AND DISSEMINATE THIS MATERIAL HAS BEEN GRANTED BY

B.H. Leneyr

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

1

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☐ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

IR 019910

BEST COPY AVAILABLE

Council on Library and Information Resources

Building Preservation Knowledge in Brazil

by Ingrid Beck

November 1999

Council on Library and Information Resources
Washington, D.C.

About the Author

Ingrid Beck is director of preservation at the National Archives of Brazil and coordinator of the Preventive Conservation in Libraries and Archives Project.

She began her career in the National Museum of Fine Arts, where she created the Section of Arts on Paper Conservation. She has a degree in museum science from the Federal University of Rio de Janeiro, and obtained a certificate of specialization in the conservation of documents and graphic arts from the Library of the University of Göttingen and from the State Graphic Collection of the State of Bavaria, in Munich.

Ms. Beck is president of the National Council of Archives' Technical Chamber of Conservation of Documents. She is also a member of the Inter-American Committee of Conservation Centers of the Organization of American States and has served as a regular member of the Committee on Conservation and Restoration of the International Council of Archives.

ISBN 1-887334-71-8

Published by:

Council on Library and Information Resources
1755 Massachusetts Avenue, NW, Suite 500
Washington, DC 20036

Web site at http://www.clir.org

Additional copies are available for $15.00 from the above address. Orders must be prepaid, with checks made payable to the Council on Library and Information Resources.

The paper in this publication meets the minimum requirements of the American National Standard for Information Sciences—Permanence of Paper for Printed Library Materials ANSI Z39.48-1984.

Copyright 1999 by the Council on Library and Information Resources. No part of this publication may be reproduced or transcribed in any form without permission of the publisher. Requests for reproduction should be submitted to the Director of Communications at the Council on Library and Information Resources.

Contents

Acknowledgments v

Foreword vii

Introduction 1

Project Overview 1

- Origins 1
- Organization and Funding 2
- Objectives 3
- Brief Chronology 4
- Results 5

The Blueprint, Phase One: 1996–1997 8

- Documentation in Portuguese 8
  - Selection 8
  - Translation 8
  - Publication 9
  - Distribution 9
  - Second Edition 9
- Institutional Database 9
  - Survey Design 9
  - Mailing List 10
  - Survey Results 10
  - Database 12
- Core Workshops 13
  - Multiplier Effect 13
  - Workshop Content 13
  - Number of Workshops and Participants 13
  - Location and Schedule 13
  - Selection and Invitation of Participants 14
  - Instructors 15
  - Teaching Materials 15
  - Videos 15
  - Participant Evaluation 15
- Regional Workshops 16

The Blueprint, Phase Two: 1998–1999 18

First Annual Working Group Meeting 18
New Survey 19
Web Site Launch 19
New Workshops 20
New Publications 21

Lessons Learned and Recommendations 22

Conclusion 23

Appendix I: Translated Titles 24

Appendix II: Institutional Database Questionnaire 28

Appendix III: Collaborative Institutions and Workgroup Members ... 32

Figures and Tables

Fig. 1 Map of Brazil viii
Fig. 2 Project timetable, 1995–2000 4
Fig. 3 Project logo 9
Fig. 4 Responses to questionnaire, by region, 1996–1997 11
Fig. 5 Number of workshops held, by region, 1997–1999 17
Table 1 Number of core workshop participants and document sets distributed, by region, 1997 14

Acknowledgments

This project would not be possible without the dedication and cooperation of many people and organizations, in Brazil and abroad. I would like to thank all who have been part of it, especially members of the work group listed in Appendix III.

I am grateful to the general director of the National Archives, Jaime Antunes da Silva, who allowed me to devote time to the considerable work that this project demanded. This was possible only because of the cooperation of the National Archives' preservation staff, who ensured that everything continued to work smoothly.

From the project's conception to its planning and execution, special thanks go to my colleague Solange Zúñiga.

Hans Rütimann, director of international developments at CLIR, was our partner and mentor. He was generous with his encouragement and help at every stage of the project.

I would like to thank The Andrew W. Mellon Foundation for providing significant funding, as well as Richard Ekman, secretary of the foundation, whose suport of the project was unwavering. At Vitae, a Brazilian nonprofit organization that has funded numerous projects in the preservation of cultural heritage, I would especially like to thank Gina Machado for her wonderful personal support and encouragement.

Finally, I would like to thank Kathlin Smith at CLIR and Suzanne Snell Tesh for their cooperation in producing this report.

Ingrid Beck
November 1999

Foreword

This report tells a story. It started with a modest request—to help support the translation of important preservation literature into Portuguese. Approval of the request by The Andrew W. Mellon Foundation was like the proverbial pebble thrown into a quiet lake, with concentric circles expanding. On the basis of the translations, workshops were organized and thousands of libraries and archives were contacted with questions about collections and efforts to preserve them. Eventually, the project educated hundreds of people in all aspects of preservation and culminated in the receipt of the Brazilian government's most prestigious cultural heritage award for 1998.

In July 1997, I was invited to attend one of the workshops, in São Paulo, with a total of about 30 participants. It was gratifying to watch the participants receive the large package containing preservation literature and manuals in Portuguese, and to witness the ensuing enthusiastic discussion. After that workshop, I had no doubt about the project's wide reach and effectiveness, and this was confirmed by a follow-up visit to Rio de Janeiro in October of 1998. For an entire day I listened to reports from the regional coordinators—individuals who had attended one of the core workshops and carried the course materials, the knowledge, and the renewed dedication to far-flung regions of the country. All participants reported with pride on their accomplishments and on how they rallied local support and adapted the course materials to local needs. A sense of good-natured competition made for a lively show-and-tell.

The concentric circles expanded far beyond Brazil and reached Portuguese-speaking countries in Africa, where the translations, support, and advice helped institutions embark on their own preservation training and education.

We are often asked, "How can preservation awareness be raised in a country?" This report provides one answer. After more than 10 years of working with libraries and archives around the world, we are aware that what works in one country does not necessarily work in another. This report, therefore, is not an exact blueprint for applying in another country the methodologies, strategies, and organization chosen by our Brazilian colleagues. What can be applied is the basic concept that led to success in Brazil: complete dedication and hard work by a group of individuals, the careful selection of regional coordinators who continue and enlarge the work locally and regionally, and steady support and contact to assure these regional coordinators that their efforts contribute to a national, and even international, effort.

Ingrid Beck, who deserves the major credit for this success story, wrote the following account at our request. We are very grateful that she accepted the assignment in spite of her continued work on administering the still-growing project. *Muito obrigado,* Ingrid!

Hans Rütimann
Director, International Developments

Straddling the equator, Brazil encompasses 3.3 million square miles of territory, stretching roughly 2,000 miles from north to south and about the same distance from east to west. Most of the country lies in the tropics of the Southern Hemisphere, where average temperatures exceed 20 degrees Celsius and there are two seasons, the rainy and the dry. The country's north and northeast regions lie squarely in the tropical zone and contain the Amazonian rain forest, fertile coastal plantations where cash crops are grown, beaches, and the arid inland *sertão*.

Brazil's central plain, known as the Central-west, is an elevated plateau covered with forest and woodland that is gradually being transformed into farmland and ranches. This temperate plateau extends almost to the coast in the country's southern and southeastern regions, where about two-thirds of Brazil's people live on about 20 percent of its richest land. The Southeast is home to Brazil's three largest cities—Rio de Janeiro on the tropical coast, and São Paulo and Belo Horizonte on the temperate plateau—and to most of its industry and trade, including rich mining production. Most food crops and livestock are raised in the South, which also has a temperate climate.

BEST COPY AVAILABLE

Introduction

It has been said that Brazil is a country without a memory, firmly rooted in the present and with its eyes on the future. Yet Brazil's cultural heritage encompasses millennia of human endeavor, five centuries of European colonization, and nearly two centuries of independence. Its state and private museums, archives, universities, and libraries, along with a multitude of private and municipal cultural and historical associations and foundations, hold a rich heritage. However, hot, damp, tropical conditions, or alternating dry and rainy weather, combine with the constant threat of insects, industrial pollution, and a low level of building maintenance to create serious environmental challenges to the preservation of these holdings. While investment has poured into economically productive activities over the last several decades, finding resources for preserving Brazil's cultural heritage has not been easy. Lack of awareness of both the costs and benefits of preservation has made it difficult for advocates to adequately defend preservation priorities. Few were aware that basic measures can be very cost-effective, and the content and value of collections were also not widely known. The solution to the problem then, as now, is to implement preventive preservation measures while at the same time producing inventories and educating the public about the richness of the collections.

Project Overview

The project to translate and disseminate preservation knowledge was part of a broader partnership between the Council on Library and Information Resources (CLIR), which incorporates the former Commission on Preservation and Access (CPA), and a consortium of Brazilian archival, library, and museum institutions. The partnership was intended to serve as an information network for preventive conservation for all Brazilian institutions with collections on paper and film and in digital form. This included federal, state, and municipal institutions; public and private museums; universities; and local cultural institutions and foundations.

Origins

In September 1994, representatives of 12 Latin American institutions gathered to attend a preservation round table held in Quito, Ecuador. The round table was sponsored by the Organization of American States (OAS) as part of a cultural heritage preservation development program. The Quito round table, which the OAS had begun in 1987, provided a rare opportunity for Latin American archive, museum, and library staff to discuss preservation conditions and devise an action plan to improve them. The round table recommendations included

providing staff with technical and managerial training and up-to-date literature on preservation translated from the best available sources.

Returning from the OAS workshop, Solange Zúñiga, then director of research and documentation for Funarte (Brazil's National Arts Foundation) and Ingrid Beck, preservation coordinator of Brazil's National Archives, were determined to find a way to raise preservation awareness in Brazil on a national scale and catalyze action to pursue the twin goals of providing training and documentation. The Quito recommendations echoed similar priorities that both had identified while interviewing Brazilian institutions in June and July 1994 to collect information for the Quito meeting.

In October 1994, Gina Machado, the project manager for culture at Vitae, a not-for-profit organization in São Paulo, introduced Beck and Zúñiga to Richard Ekman, secretary of The Andrew W. Mellon Foundation. Ekman had traveled to Brazil to explore projects that would be suitable for foundation funding. Beck and Zúñiga presented the idea of a Brazilian national preservation training and information project to him. He put them in touch with Hans Rütimann, international program officer of the Commission on Preservation and Access. The CPA agreed to help Beck and Zúñiga shape a proposal to The Andrew W. Mellon Foundation for a project to translate and disseminate within Brazil technical literature on preservation. CPA would be a partner in the project and would submit a separate proposal to The Andrew W. Mellon Foundation for funds to support project coordination.

By the end of the year, Beck and Zúñiga had formed an initial working group of 22 colleagues from 18 archives, libraries, and museums in Rio de Janeiro, São Paulo, and Minas Gerais, where these institutions are concentrated.

Organization and Funding

Late in 1994, Beck and Zúñiga began to develop the first draft proposal for submission to The Andrew W. Mellon Foundation. The working group took about a year to discuss and refine the proposal. Amidst these discussions, the first step was to agree on the scope of the project. The core idea was to translate and disseminate basic literature on preservation; however, the project had to do more than simply distribute documentation. Regional workshops to educate and raise awareness of the importance and effectiveness of preservation activities would also be required.

To know where to distribute the documentation and training opportunities throughout Brazil would require a third task: a comprehensive survey of Brazilian institutions. There were several inventories and guides to institutions and collections, but there was no single, complete, and up-to-date inventory of institutions with cultural document collections. Moreover, the existing sources did not include information about collection preservation or the composition of technical staff teams. The working group decided that it needed to

organize a comprehensive mailing list, starting with the existing data, and carry out a targeted survey that would gather all the information needed for the project.

In October 1995, the working group submitted a proposal to The Andrew W. Mellon Foundation that incorporated three elements: preservation literature in Portuguese, a survey and database of institutions, and training workshops. The foundation formally announced its approval of the proposal in January 1996. Vitae agreed to cosponsor the project with The Andrew W. Mellon Foundation and CLIR, and the Getulio Vargas Foundation agreed to manage the grant funds. The National Archives would host the project and contribute Beck's time as coordinator, and Funarte would contribute logistical support, travel funds, and Zúñiga's time as advisor. These six institutions signed cooperative agreements, and in April 1996, the project was inaugurated with a celebration that brought together representatives from the 18 institutions in the working group.

Over four years (1996–1999) the project has received $578,000. The first two-year phase of the project was funded by The Andrew W. Mellon Foundation ($210,000) and Vitae (about $41,500). During this phase, CLIR provided an additional $18,500 from international program funds and project coordination funds, and, more important, access to technical information and advice. During the second phase (1998–1999), The Andrew W. Mellon Foundation provided a second grant of $265,000 and Vitae contributed $38,000. Prize money from the Rodrigo Melo Franco de Andrade Award received from the Ministry of Culture in 1998 ($5,000 equivalent) is also being used to fund the project.

Objectives

The working group identified a need for training on four basic topics in preventive conservation: environmental monitoring, microfilming for preservation, remodeling and maintenance of facilities to improve environmental conditions for collections, and preservation planning.

The working group established the following main objectives for the project:

- to stimulate education and training in preventive conservation
- to facilitate networking and collective action by institutions
- to disseminate up-to-date literature on preservation and collections management in Portuguese
- to provide technical support to Brazilian institutions for the development and implementation of in-house preservation policies and programs

To meet these objectives, the project was to focus on the following activities:

- establishing a communications network among institutions for exchanging information about preservation
- promoting the exchange of information through a dedicated Web site and a bulletin

- compiling and maintaining an inventory and database about institutions with library or archival holdings
- selecting, translating into Portuguese, and publishing relevant technical documentation
- organizing staff and management training and other activities in Brazil
- promoting research and development of preservation procedures tailored to Brazilian institutions' needs
- encouraging the development of policy recommendations for preservation in Brazil, such as preservation microfilming, digitizing, and using acid-free paper

Brief Chronology

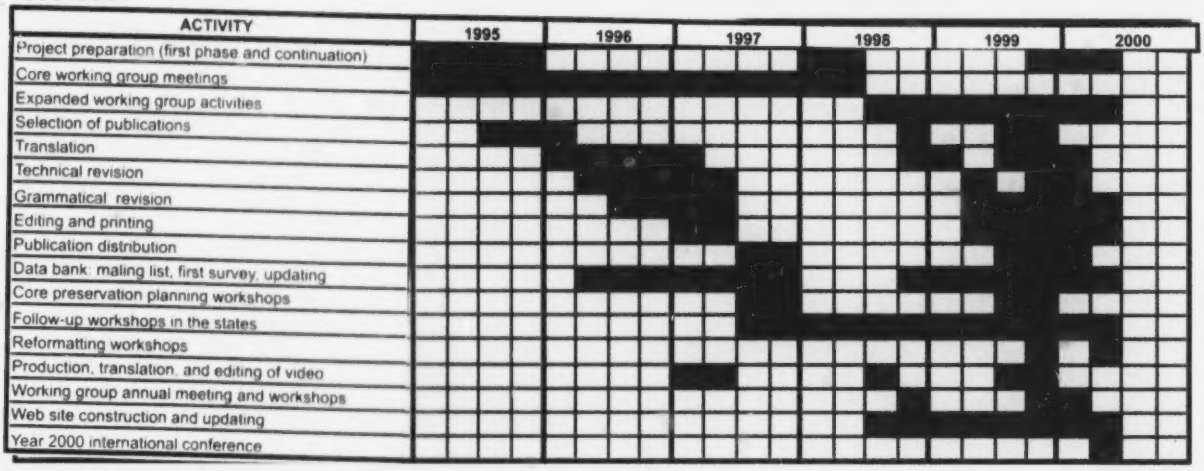
The project's first year, 1996, was focused on translating the preservation literature into Portuguese. Selection of the documents to be translated had begun in parallel with the final stages of the proposal preparation (June–December 1995) and was completed by March 1996.

Once document selection was complete, the working group turned its attention to the design of the survey questionnaire and the collection and compilation of address lists for the survey. Translation of the first group of documents began in January 1996 and was completed by March 1997.

In 1997, efforts focused on the following activities:

- printing an edition of 2,000 sets of 52 documents and producing three videos in Portuguese, both completed by June 1997
- carrying out the survey, completed by December 1997
- launching core workshops organized by the working group in mid-year to train the first 160 regional partners. Documents were distributed first exclusively to the workshop participants and then, in September and October, to all institutions that had responded to the survey.

Fig. 2. Project timetable, 1995–2000



BEST COPY AVAILABLE

The main activity in 1998 was a series of regional workshops organized by partner institutions that would continue through 1999. A fourth video was translated and produced in Portuguese, and the Web site was prepared for its early 1999 launch. The working group met monthly throughout the year to plan the project's second phase and held an annual meeting at year's end.

A second, smaller, group of technical documents was selected in late 1998 for translation and printing by mid-1999. A second series of regional workshops on preservation planning was scheduled for the second half of 1999, along with the production of new teaching materials, including a video, for subsequent workshops and for distance learning. Rather than holding a second annual meeting in 1999, the working group decided to organize three new core workshops for the active regional partners. The workshops were intended to broaden their knowledge about preventive conservation, since many of the partners located far from major centers have no other opportunities for training and professional growth. The first workshop was held in Campo Grande (state of Mato Grosso do Sul) in October 1999. The other two workshops will be held in the Northeast and the South by the end of 1999.

For 2000, the working group is planning to organize an international conference in Rio to present the results of the project to a wider audience and to discuss strategies for extending or replicating the project in interested Latin American countries and in other Lusophone countries.

Results

Two thousand sets of the original 52 titles were printed in Portuguese, and all but about 200 have been distributed free of charge. About 3,600 individuals have attended 84 workshops held in 26 locations in all five of Brazil's regions. The videos have been distributed to 300 institutions and have been seen by about 3,000 staff members in 500 institutions. Following the project's successful first phase in 1998, it received the highest cultural heritage award presented by Brazil's Ministry of Culture, the Rodrigo Melo Franco de Andrade. The award included a $5,000 cash prize that has been invested in the project's second phase.

More important than these quantifiable measures of success have been the qualitative changes in attitudes, the new awareness of preservation, and the growth of networking and communication among professionals from the library and archival communities. For the first time, large numbers of professionals have repeatedly come together to discuss preservation-related issues. The process has created ever-widening circles of knowledge and activity as the 160 participants in the core workshops have returned to their home institutions to organize regional workshops and lobby their colleagues for changes in policies, procedures, and attitudes. Several participants have carried their advocacy to other institutions, becoming roving ambassadors

and missionaries for the preservation message. In this way, the impact of the initial investment has been multiplied many times over.

On a more concrete level, university professionals have begun to incorporate preventive conservation into the archives and library curricula.

- At the University of Rio de Janeiro, preventive conservation has been added to the library and archival science curriculum by the professor in charge, who was a participant in a core workshop. His students have raised awareness of preservation in the institutions where they are interns to the point where the classroom has become a forum for the concerns of these institutions' collection managers.
- At Santa Catarina's Western University, a workshop participant was invited to create a chair for preservation in the Department of History.
- At the Federal University of Paraná State, two workshop participants, including the head of the Librarianship Department, created the first specialization program in paper conservation in 1998.
- At the Federal University of Rio Grande do Sul State in the South and at the Federal University of Bahia State in the Northeast, workshop participants are involved in preparing preservation curricula for newly created courses in archival science.

Important physical changes have also been introduced at some institutions as a direct result of the distribution of the preservation literature. The Federal Ministry of Culture funded a program to rehouse photographic archives held by the regional offices of the National Institute for Historic and Artistic Heritage (IPHAN) in São Luiz. The archives, comprising 12,000 photographic prints, 8,000 negatives, and 600 slides, is the only collection of images of São Luis, a tropical island and state capital that UNESCO designated a cultural heritage site in 1997. Working from two articles translated and disseminated by the project (*Isoperms* by Donald Sebera, and *New Tools for Preservation* by James Reilly, Douglas W. Nishimura, and Edward Zinn), the Department of Mechanical Engineering at the Federal University of Santa Catarina developed Climus, an innovative computer-based system for thermal monitoring of collections. The Climus system uses the preservation index as a decision-making tool for timing the opening and closing of windows and for turning on and off the mechanical ventilation systems. This allows institutions located in the temperate climate of southern Brazil to take advantage of the external environment.

In 1999, with support from Vitae, the National Archives installed the Climus system to collect and manage data for a special climate-controlled environment for the audiovisual collection. The record of changes in the preservation index and the time-weighted preservation index that Climus generated have provided important evidence to justify the need to improve the air cooling and drying system for this collection. Also in 1999, the Edgard Leuenroth Archives in São

Brazil's Cultural and Educational Infrastructure

The centralized nature of Brazil's cultural and educational public infrastructure lends itself to the kind of organized action and communication required to overcome the challenges of great distances, intemperate climates, and low budgets. Administratively, the country is divided into five regions and 27 states. Political and administrative authority was decentralized during colonial times and in the century after independence in 1822. There is, therefore, a long tradition of municipal administrations operating independent of central control. Since the 1930s, Brazil's federal government has gradually centralized power in federal institutions and assumed a leading role in setting standards and policy. However, the states and municipal governments retain a great deal of latitude in defining public policy.

Public universities, libraries, museums, and archives exist at the federal, state, and municipal levels, with many archives also attached to libraries or museums. Many of the national institutions are located in Rio de Janeiro, the country's political center until the 1960s. Outside Rio, many important cultural institutions are associated with the state and federal institutions (including universities), such as the Amazon Museum in Manaus and the Emilio Goeldi Museum in Belém, which houses one of the richest natural science collections in the world. At the State University of Campinas, the Edgard Leuenroth Archives houses extensive documentation on the social and political history of Brazil.

The National Library and National Archives are both located in Rio. The National Library of Brazil was created in 1808 with donations from the royal family, when the intended King John VI of Portugal decided to transfer the Portuguese court to Brazil. With eight million works, it is the eighth largest library in the world and the largest in Latin America. Maps, photographs, sound recordings, and rare books are the heart of this library's treasure.

The National Archives was created in 1838 to house, organize, preserve, give access to, and disseminate knowledge about the country's documentary heritage, and also to implement the federal government's archival policies. It houses government administrative materials and gifts from private institutions, including about 45,000 linear meters of documents, 55,000 maps and drawings, 13,000 magnetic audio tapes, and 12,000 films and video tapes. The National Archives also serves as the head of the National Council of Archives, which implements federal archival policy.

Many of the national museums are also located in Rio, such as the National Museum of Fine Arts, the National Museum of History, and the Museum of the Republic. Most of these belong to the National Institute for Historic and Artistic Heritage, which also has 15 regional offices and whose members include 30 other important museums located throughout the country. The National Foundation of Art (Funarte), also located in Rio, houses a Documentation Center with more than one million items, including books, magazines, photographs, sound recordings, and posters. The collection is especially rich in the areas of music and theater and includes manuscripts of Brazilian composers, original stage set drawings, and unpublished plays.

At the state level, there are both public and private collections of note. Brazil's state assemblies have broad authority to develop legislation regarding state archival systems, usually inspired by federal legislation. Secretaries of culture oversee most cultural institutions at the state and municipal levels. The situation is different for archives, which are overseen in part by the secretaries of justice or administration. One of the most important federal institutions at the state level is the Joaquim Nabuco Foundation in Recife, capital of Pernambuco State in the Northeast. The foundation houses a variety of private historical and political collections and two museums, and is also a member of IPHAN. Another important private institution is the Getulio Vargas Foundation's Research and Documentation Center of Contemporary History of Brazil, created in 1973. It houses documents related to political figures from the 1930s Vargas era.

Paulo received approval from the São Paulo State Foundation of Research and Development for a project to improve the physical space and install the Climus system. The preservation literature provided valuable information for designing this project.

The working group hopes that the importance of environmental control systems for collections preservation will be more widely discussed as a result of the preservation environment workshop held in September 1999 in Curitiba. Three specialists from different institutions discussed the Climus system at this event. The workshop presentations were videotaped, and the tape will be disseminated as a new teaching aid.

The Blueprint, Phase One: 1996–1997

Documentation in Portuguese

Selection. In 1995, CLIR began to provide the working group with extensive, up-to-date bibliographies on preventive conservation topics. The working group viewed current information on preservation and good institutional management and planning as essential to a preservation program. New technical knowledge, procedures, and practices alone are not enough; they must become a permanent part of the institution's operations that is independent of individual staff members' movements. This is particularly important in Brazil, where staff continuity cannot be relied on to sustain institutional change. For this reason, the team included publications covering both collection management and technical procedures in the final set of 52 documents selected. (See Appendix I.)

The selected texts were grouped under six headings:

- preservation of paper-based material
- photographs and film
- magnetic media
- environment
- disaster planning
- reformatting (microfilming and digitization)

Thirty-seven of the shorter texts were grouped into eight technical notebooks:

- storage of works on paper
- conservation procedures
- collections environment
- disaster management
- integrated pest management
- planning priorities
- preservation planning and program management
- document reformatting

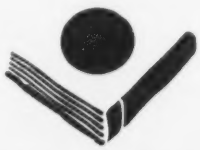
Fifteen other works were bound individually, for a total of 23 separate documents amounting to 906 pages.

Translation. CLIR obtained permission from the copyright holders to translate and publish the selected articles in Portuguese. Because professional translators were not available at the Brazilian institutions, experts in each of the specialized areas were invited to translate the literature into Portuguese. Since technical glossaries did

not exist in Portuguese, the project then hired other specialists to revise the translations to achieve the desired consistency in terminology. It would have saved time and money if a basic glossary had been prepared before work on the translations began.

Publication. A design firm created a visual identity for the collection of texts to be published by applying a standard document design. The cover features a logo in the form of a book with a simplified Brazilian national flag. The document format was European standard (A4 page size); two thousand sets were printed in blue ink on white, acid-free paper.

Fig. 3.
Project logo



CONSERVAÇÃO PREVENTIVA
EM BIBLIOTECAS E ARQUIVOS

Distribution. Upon publication, complete sets of the translations were sent to each of the 160 participants registered for the six core workshops held between May and September, for use as personal study material. An additional 1,332 sets were distributed between September and November 1997 to institutions registered in the survey database by then. These included 147 sets sent to the organizers of regional workshops who then distributed the documents to workshop participants.

CLIR identified individuals and institutions in Portuguese-speaking countries with an interest in preservation, and 14 sets were sent to such institutions in Portugal, 20 to Mozambique, and 12 to Cape Verde. In addition, 52 sets were sent to key Latin American institutions outside Brazil. Brazilian universities with programs in archival and library science received 210 copies. Two hundred copies are in reserve for future distribution to other Lusophone countries and for archival purposes. The documents have also been made available on the Web site, but many institutions do not have ready access to the Web or the funds to print the 906 pages in a set.

Second Edition. A second edition of about 1,000 sets will be printed for a larger distribution, including all the institutions that signed up for the program after October 1997. A portion of the prize money from the Andrade award was earmarked to pay for this printing. In preparation for the second printing, the documents are being revised for consistency of terminology.

Institutional Database

Survey Design. The purpose of the survey was not only to learn about institutions' preservation priorities and to identify candidates

for participation in the workshops but also to establish a database and baseline for assessing the condition of collections and the impact of preservation activities. The questionnaire was designed to build the database and to obtain general information about the institution, the numbers and qualifications of technical staff, the size and content of collections (paper, film, tape, diskette), and existing preservation practices. (See Appendix II for English version of the questionnaire.)

Mailing List. To ensure that the questionnaires, and later the workshop invitations and documents, reached the people who would need to take action, a comprehensive and up-to-date mailing list was needed. The most complete existing inventory was the 1988 Cultural Census, a joint effort of the federal Ministry of Culture and the Brazilian Institute of Geography and Statistics. Although out of date, it provided a comprehensive listing of archives, libraries, and museums, including the composition of their collections. Two library guides provided good coverage of libraries and other institutions owning rare books: the 1994/95 Guide to Brazil's Public Libraries and the 1994 Guide to University Libraries, published by the Commission of University Libraries and by the Federal University of Rio de Janeiro. Another very good inventory was the database of conservation departments of museums, libraries, and other institutions kept by the São Paulo University. It was up-to-date but did not include archives. There were three good sources for archival institutions: the National Register of Federal Archives, published in 1990; the database of the Getulio Vargas Foundation, which included university archives; and the surveys of the National Council of Archives.

The coordinator's staff combined the information from these sources into a master mailing list of nearly 5,000 public and private institutions. The main criterion for including institutions in the list was that they held print or film collections. In October and November 1996, the questionnaire was sent to all 5,000 institutions. An accompanying cover letter, addressed to the head of the institution, explained the project objectives and promised to send a set of the translated preservation literature in exchange for filling out and returning the questionnaire.

Survey Results. As each questionnaire arrived, the working group began to get excited because it meant that another institution had expressed a basic level of interest in preservation. In other words, someone would be expecting the texts, and there would be candidates interested in participating in the workshops. By January 1997, when the working group was writing the first report to the sponsoring agencies, 600 replies had been received—a 12 percent response rate. By October 1997, when the first sets of documents were distributed, 1,332 institutions had responded and were registered in the database—a 27 percent response rate. As of June 1999, the total had risen to 1,622, nearly a third of the institutions on the master mailing list.

In meetings and congresses throughout the country, members of the working group spread the word about the project's objectives and the intention of developing a database, and encouraged institu-

tions to complete the questionnaire. Participants in the core and the first regional workshops also became advocates and missionaries, even sitting with staff of other institutions and helping them fill out the sometimes complex questionnaire. This kind of help was crucial to institutions that were short of staff and might find it difficult, for example, to determine the total linear meters of archival shelf storage, the percentage of works cataloged, or the periods covered by their collections.

In three states—Rondônia, Maranhão, and Mato Grosso do Sul—the rate of response to the questionnaire was markedly higher than in other states because of the activism of committed individuals. For example, two enthusiastic participants from Maranhão State in the Northeast visited the heads of institutions other than their own in the state capital, São Luís. The tropical climate of São Luís put its many valuable collections at serious risk, and these two individuals realized that broader participation in the project was crucial to the future of these collections. During their rounds to other local institutions, they found leaking roofs and damaged documents, and uncataloged and inaccessible collections in the archives of the Archdiocese of São Luís. Their meeting with the archbishop to make the case for completing the questionnaire and participating in the project happily coincided with the arrival of documents providing ecclesiastical guidance from the Vatican in favor of preventive conservation. Following their visit, the Archdiocese hired a student to catalog its archives and complete the survey questionnaire. The same student attended the regional workshop organized by the two activists and received the set of publications.

Two other cases of participants actively spreading the word occurred in the states of Mato Grosso do Sul and Rondônia, both located deep inland on Brazil's western border. Questionnaire responses from both these states far exceeded those from some other states that had larger numbers of established institutions and document collections. In Mato Grosso do Sul, interest in preservation has also been stimulated by partnerships, including faculty exchanges, with universities in the neighboring state of São Paulo.

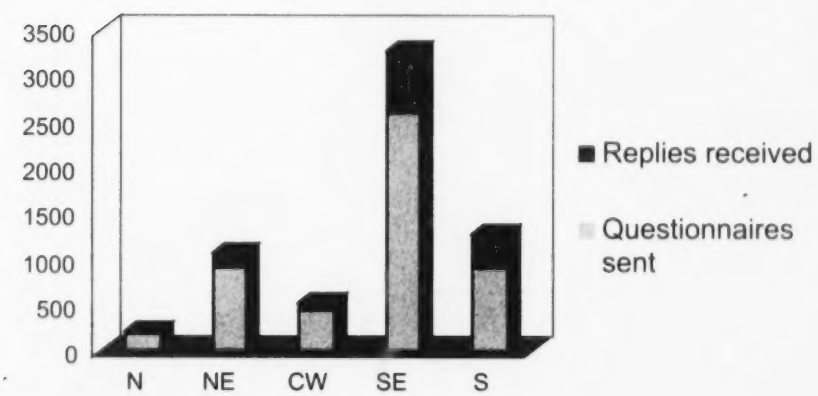


Fig. 4. Responses to questionnaire, by region, 1996–1997

Database. The information in the general fields included the institution's name, location, and contact information. These data provided the basis for effectively distributing the translations, selecting the first group of participants for the core workshops, and indicating to partners in each state which other institutions in their state were selected to receive the publications. This helped the partners identify which institutions should be invited to the second round of workshops.

Besides these general fields, the database contains the following:

- four fields to designate the type of institution (archive, library, museum, or other; public or private; academic or nonacademic; and federal, state, or municipal)
- thirteen fields to indicate the types of materials in collections (handwritten or typed documents, books, periodicals, rare books, photographs, slides, films, videos, audio recordings [including compact disks], magnetic tapes, works of art on paper, maps and charts, and posters)
- three fields for collection conditions (percentage of collections cataloged, percentage of works accessible by computer, and preservation data such as environmental and storage conditions or microfilming projects)
- one field to indicate the professional qualifications of technical staff

These fields allow one to search for and compile subsets and statistics that help in understanding the needs and capabilities of subgroups of institutions. For example, a search of the 1,622 institutions registered by June 1999 for all institutions housing handwritten documents would produce a list of 633 institutions. A search by type of institution would indicate that 334 of these are libraries, 175 are archives, 114 are museums, and 10 are other types of institutions. As another example, one could discover that there are 539 institutions with rare book holdings, including 25 with more than 5,000 volumes cataloged. Of all institutions with rare book collections, 200 have cataloged more than half of their collections, 101 use staff or contractors for conservation and binding services, and only 10 have invested in microfilming for preservation and access.

In the future, the information in the database could help organize and direct preservation workshops that focus on different kinds of materials and collections, such as rare books or photographs. Likewise, studying responses to the questions about working conditions in institutions with very low rates of works cataloged will reveal the kinds of topics that will be most useful for future training in this area. The more detailed the information that future surveys provide, the better prepared the project will be to target future investment in documentation and training. As more institutions fill out the questionnaire, a more accurate picture will emerge from the database.

Core Workshops

Multiplier Effect. The main objective of the core workshops, entitled "Preservation Planning" and held starting in May 1997, was to train a first group of participants from institutions that had responded to the questionnaire and to ensure that the document sets would be put to optimum use. These institutions were chosen for their ability to become regional partners for the project. The regional partners would then serve as reference centers for preventive conservation in their states and take responsibility for organizing the regional workshops. In this way, all the institutions that had responded to the questionnaire and become part of the database could acquire the knowledge of the core group of participants.

Workshop Content. Each workshop lasted five days and was organized in three modules:

1. principles of preventive conservation, planning, and preservation surveying
2. materials, environment, storage, disaster planning and prevention, and reformatting (corresponding generally to the publication topics)
3. site visit and demonstration of environmental monitoring, preparation of written program documentation, and review of principles

Most classes were theoretical and included audiovisual presentations and demonstrations on such topics as preservation surveying and environmental monitoring. Since most participants were in managerial positions, both the planning and technical sessions incorporated a preservation management perspective. In particular, there was an emphasis on planning for the future and producing written documentation on institutional programs for purposes of continuity. Continuity is a problem in many institutions in Brazil because, in the absence of written program documents, frequent changes in managerial and technical staff result in a haphazard sequence of activities.

Number of Workshops and Participants. The working group had originally planned to offer five workshops, one in each region, for a total of about 70 participants with an average of 12 to 15 participants per workshop, including two or three participants per state. As it turned out, two core workshops were necessary to accommodate the large numbers of respondents in the Southeast. The total number of participants was 160; workshop size ranged from 16 in the Central-west to 33 in the South. Since the project budget had provided travel funds for five workshops with 70 participants, supplemental funding was required. More than half of the institutions funded travel for their participants, and this freed project funds to underwrite travel expenses for participants in the North and Central-west regions, whose institutions could not afford to send them over the long distances to the core workshop sites. CLIR provided supplemental funding for the sixth workshop in the South.

Location and Schedule. Core workshops were scheduled to coincide with each region's most comfortable season. The first two were held in the North and Northeast in May, the rainy season, when

Region	Participants at Core Workshops		Document Sets Distributed	
	Number	Percentage	Number	Percentage
Southeast	58	36	676	51
South	33	21	363	27
Northeast	34	21	160	12
Central-west	16	10	93	7
North	19	12	40	3
Total	160	100	1,332	100

Table 1. Number of core workshop participants and document sets distributed, by region, 1997

temperatures are relatively cool in the Amazon basin and along the coast. The Brasília workshop was scheduled for June (mid-winter in the Southern Hemisphere) before the air became too dry in the central plateau. By scheduling the last workshop in the South in September, the coldest winter weather was over and spring was already on the way. The workshop cities were chosen for ease of access within the region and for the number or relevance of institutions located there. The hosting institutions were chosen for their leadership position and their knowledge of institutions in their region, which enabled them to help select candidates for the workshops.

Sites and host institutions of the core workshops were as follows:

May 1997, North: Belém (Pará State), Pará State Archives
May 1997, Northeast: Recife (Pernambuco State), Joaquim Nabuco Foundation
June 1997, Central-west: Brasília (Federal District), Federal District State Archives
July 1997, Southeast: Rio de Janeiro (Rio de Janeiro State), Bank of Brazil Cultural Center
September 1997, Southeast: São Paulo (São Paulo State), University of São Paulo
September 1997, South: Laguna (Santa Catarina State), Preservation Laboratory, IPHAN

Selection and Invitation of Participants. The working group selected two groups of participants from the database for the core workshops:

1. directors and administrators of institutions who were active in preservation, would be capable of leading efforts to organize the second round of workshops in their states, and would be able to sustain their involvement; and
2. university professors and coordinators of library and archival science courses who would be in a position to include new preventive conservation material in course curricula.

Candidates were invited through the directors of institutions. Invitations were preceded by telephone conversations with the directors.

The purpose of these calls was to present the project and workshop objectives and to explain the knowledge dissemination responsibilities that participants and their institutions would have following the workshop.

Instructors. The working group chose eight workshop instructors: Luíz Antônio Cruz Souza (CECOR, Conservation Center, Federal University of Minas Gerais), chemist; José Luiz Pedersoli, Júnior (CECOR, Federal University of Minas Gerais), chemist; Clóvis Molinari Júnior (National Archives), film and record conservator; Marcus Vinicius Pereira Alves (National Archives), historian, film, and record conservator; Márcia Melo (Funarte), historian and photographic conservator; Rubens Ribeiro (National Archives), photographer and art historian; Solange Zúñiga (Funarte), librarian and historian; and Ingrid Beck (National Archives), paper conservator and museum specialist. Since all instructors had full professional commitments, the work was organized in teaching pairs so that they could alternate teaching dates to fit the available time. The instructors adapted the coursework to fit local needs and conditions in terms of climate, institutional resources, and participants' level of knowledge.

Teaching Materials. Since few institutions had the tools and equipment required for the environmental monitoring demonstrations, a full kit was assembled by borrowing from several institutions. Samples of preservation materials, such as acid-free paper, polyester film, UV filters, and pH pens, were also distributed. Each participant received a full set of the published documentation for personal use. Instructors developed and distributed separate teaching materials for the participants to use in presenting their own workshops. Participants also received printed lists of the database information for institutions in their own states to use in selecting participants for the regional workshops that they would be organizing. To recognize their new status as partners in the project, at the end of the workshop, each participant received a certificate of participation in the workshop and a certificate of partnership in the project.

Videos. Participants also received copies of the four videos used as teaching aids in the core workshops. Funarte contributed the copies of its video, *Preservation of Glass Negatives*, and the project added Portuguese subtitles to the video *Slow Fires*, which addresses the problem of paper deterioration. The project also produced two new 15-minute videos. *Preventive Conservation in Libraries and Archives* shows the main risks related to collection security, safety, and preservation, and demonstrates the need for preservation planning and basic preservation procedures. *Insect Control in Archives and Libraries* identifies common insects that damage library and archives materials in tropical areas. The video shows techniques for monitoring, preventing, and controlling such damage and recommends the use of effective nontoxic methods.

Participant Evaluation. At the end of each workshop, participants filled out an evaluation form with questions on the quality of

content, teaching methods, and materials. Ninety-five percent of participants considered the quality of the content to be excellent and 80 percent judged the teaching methods and materials very good. Participants unanimously considered both the content and materials to be practical, relevant, and usable in their institutions. Participants also generally praised the project itself, which they believed provided an opportunity to broaden knowledge and practice of preservation planning and preventive conservation methods. Several program managers acknowledged the need to review their priorities. Academic leaders and professors saw a need to expand coverage of preservation in their curricula. Workshop instructors gained valuable understanding of similarities and differences in training across the country.

Regional Workshops

The core workshop participants wasted no time in disseminating what they had learned. Responses to a letter sent in November 1997 to participants in the core seminars indicated that 17 follow-on workshops had been held in 12 of 27 states, and study groups had been set up to plan workshops in 6 other states. The level of follow-up activity depended on the personal initiative of the organizers and was highest in places where at least two people worked together in a team effort. There were other places where little activity was planned, and seven states failed to respond at all to the November 1997 letter.

Participants from the Northeast, who were among the first to complete the core workshop in May 1997, organized the first regional event in São Luis (Maranhão State's capital) in September 1997. Besides training an additional 30 participants, the organizers used the workshop as an opportunity to lobby successfully for state funding. They invited the state secretary of culture to a meeting with the heads of the State Library and the State Archives, who were attending the workshop. The secretary of culture was also invited to a demonstration by a specialist from Rio de Janeiro of environmental monitoring equipment as a tool to cope with the effects of the Northeast's tropical climate. The state secretary subsequently decided to provide resources to improve preservation conditions in the State Library and State Archives.

Regional workshops were held both in large metropolitan areas and deep in the Amazon basin. In São Paulo State, 265 participants took part in workshops at four locations—the University of Campinas in Campinas, the Archives and Memory Foundation in Santos, the University of São Paulo in São Paulo, and the Brazilian Association of Bookbinding and Restoration (ABER), also in São Paulo—in November 1997. In contrast, in Óbidos, a small city on the banks of the Amazon in Pará State, the head of the small local museum organized a workshop for which participants traveled long distances by boat in August 1997 to represent their small, mostly ecclesiastical, institutions, which house valuable document collections.

The academic community became very active in organizing regional workshops. The organizers of the São Paulo workshops were staff from the library and archives of the University of Campinas, a prominent academic institution. Most workshop organizers invited lecturers from local universities, and interest was high among academic specialists and scholars who participated in the workshops. Several universities have also begun to create new courses in preservation for the archives and library sciences curricula or to update and expand the contents of existing courses.

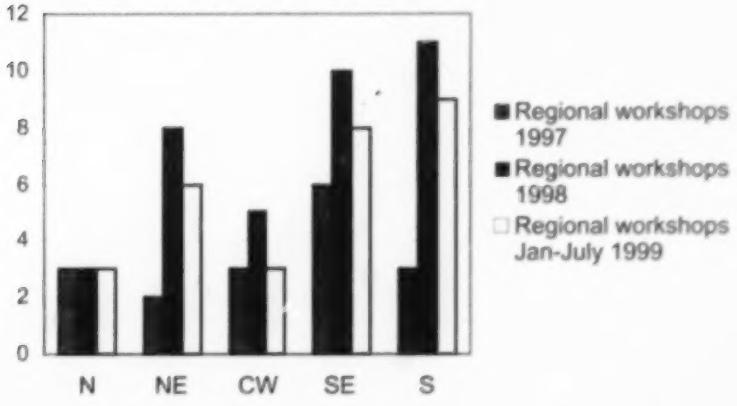


Fig. 5. Number of workshops held, by region, 1997–1999

The feeling that momentum was building was confirmed by responses to a second letter, which was sent to all 160 participants in the 1997 core workshops in October 1998. The number of events nearly trebled in 1998. While in the Northeast in 1997 there were two workshops in two states, in 1998 there were eight workshops in six states. The same increase in activity was seen in the South and Southeast in 1998, where 11 and 10 workshops were organized, respectively. As of September 1999, there have been 84 regional workshops with 3,605 participants.

Change has come about quickly in the states where information dissemination and training were carried out. Some institutions have started to incorporate managerial procedures aimed at the preservation of their collections. For example, the State Archives of the Federal District in Brasilia followed up the 1997 core seminar by reviewing collections safety and preservation in a newly constructed building and decided that major improvements were required. Changes were made to the building's roof; internal stairways were constructed and two external stairways were removed; fire extinguishers were installed and the electrical system was upgraded, and windows were adjusted and fitted with UV filters to seal out damaging light, dust, and insects. The institution subsequently received a $5,000 grant from Harvard University's Latin American Library and Archives Program for the purchase of air conditioners and air purifiers for effective environmental control. Similar investments were made in institutions in Minas Gerais, Maranhão, and São Paulo.

The Blueprint, Phase Two: 1998–1999

First Annual Working Group Meeting

By July 1997, when project coordinators met in São Paulo with CLIR International Program Officer Hans Rütimann, the project's success and the momentum it was generating were already clear enough to suggest that funding should be sought for its continuation. Project continuity would be crucial to further developing the information network and supporting the organizers of regional workshops. Otherwise, the cooperative atmosphere established during the project's first 18 months would have swiftly given way to a return to isolation and the initial investment would have lost much of its potential return. The coordinator worked simultaneously on the final report for Phase One, submitted in February 1998, and a new proposal to The Andrew W. Mellon Foundation, submitted in March 1998. CLIR helped, again, to shape the proposal but did not apply for a separate coordination grant. The Brazil project was operating so well on its own that only travel funds for two visits by CLIR staff to Brazil were requested during the second phase.

In June 1998, The Andrew W. Mellon Foundation approved funding for the project's second two-year phase. To kick off the second phase, in October 1998 the project brought together in Rio de Janeiro a broader and larger working group than that which had been involved in the first phase. The 1996 working group had been limited to institutions near Rio de Janeiro so that they could be actively involved in meetings. It was time to bring in new partners, including those who had been active in more distant states, and to let some of the early partners bow out because they were not able to continue their involvement in the second phase.

The working group continues to grow as new, committed individuals and institutions come forward. The current working group includes 80 people from 62 institutions in 17 states. Rather than relying on face-to-face meetings, a private e-mail discussion group has been created. As new partners join, the work methodology is also changing. The larger working group has given birth to several smaller committees working on specific activities. One such committee is identifying new texts for translation and publication and is working to standardize workshop modules. Another is working on a glossary of preservation terminology, starting from the texts already published. This work is proving very helpful in the revision of the original publication set for the second edition. A third group is being formed to work on the Web site and to launch a newsletter.

At the October 1998 meeting, 16 participants from the original core workshops were also welcomed into the larger working group. Their experience and concerns helped set priorities for the project's second phase. For example, some participants were concerned about the pressure on them to teach university-level courses on preservation. While motivated to respond, they did not feel prepared to teach at this level without further training. Others were concerned about finding ways to help participants who had not been able to organize workshops in their locations. Now that they knew more about what the project could offer, they decided it was time to gather new infor-

mation from the institutions in the database about priorities and needs.

New Survey

To update the data bank, a copy of the questionnaire sent in October–November 1996 was sent out again in December 1998. Attached to this original database questionnaire was a shorter one with new questions about the use of the project documentation and the videos. Heads of the 1,534 institutions who had registered up to that point were asked in the new questionnaire about training and technical assistance needs. By March 1999, 700 institutions had replied. Highlights of responses were as follows:

- Environmental conditions for preservation was indicated as a priority in all five regions and was in first or second place in the areas with the largest number of institutions (South, Southeast, and Northeast).
- Preservation planning was a priority in four regions and ranked in first or second place in the Southeast, Northeast, Central-west and North.
- Preventive conservation procedures were the first priority in the North and South, and a lower priority in the other three regions.
- Collection cataloging and the building and remodeling of libraries linked to disaster planning were mentioned as lower-priority concerns in the North, Northeast, and Central-west.
- There was little interest in microfilming.

These responses echoed the priorities indicated by participants in the core workshops, who had also received a copy of the questionnaire. When asked what was needed for new workshops, the project partners most often mentioned teaching materials, especially audio-visual aids, and instructors with expertise in preservation planning, preventive conservation, and storage environment.

The responses to the December 1998 surveys showed a reordering of the institutions' priorities. While physical facilities and staff training for conservation practice were identified as the most important needs in the 1994 survey, preservation planning and improving environmental conditions now top the list.

Web Site Launch

The number of institutions in Brazil with access to the World Wide Web is growing rapidly. In April 1998, the project launched a test version of its Web site in Portuguese with access to the full text of the Portuguese translations, an institutional database, and links to related sites. A preservation map of Brazil, now under construction, presents a list of project partners in the 27 states that can offer onsite access to project documents and information on how to become a participant. Eventually, the preservation map will also provide information

about institutional preservation activities being developed in each state.

The full-fledged site became operational in March 1999 and now includes a project description and objectives, a full list of the expanded working group members, the publications list, and access to the complete institutional database, updated to include the December 1998 survey. The database page includes not only search capability by field groups but also access to a questionnaire form. The Web site also includes a news page and a discussion forum that provides technical support in preservation to professionals with specific questions. Nearly a thousand visitors logged on to the site in its first four months. The Web site address, http://cecor.eba.ufmg.br, will soon be changed to http://cpba.org.br.

New Workshops

New workshops and repeats of the original workshops are planned for the remainder of 1999 and 2000. To compensate for the regional imbalance that favored the South and Southeast in the first round of workshops and documentation distribution, the Northeast, Centralwest, and North will be given priority in receiving training support for specialists and instructors. States that have lagged behind in organizing information campaigns and local workshops are also those with the fewest resources and the most critical collections conditions, and they will be offered workshops similar to the original core training.

The working group is planning to offer three new core workshops. It will also support the continuation of regionally organized workshops by sending instructors and teaching materials. The teaching staff has been enlarged to include more instructors from institutions such as Funarte, the National Library, and several universities, as well as from regional partner institutions at the state level. Full kits of environmental monitoring tools, which the project purchased in October 1998 with Phase Two funding, will be sent to these workshops. Institutions in the South and Southeast have shown the greatest initiative in organizing regional workshops. For example, partners in Paraná State conducted their own state-wide survey of training priorities in August 1998 and, based on these results, organized a workshop for September 1999 on preservation environment, inviting three specialists from other states in Brazil. A subcommittee of the working group is planning to use the Paraná program as a model for future workshops in other states and will be making a video of the program to use as a teaching aid.

The working group is particularly concerned about the continued lack of interest in reformatting for preservation, despite the inclusion of texts about this topic in the documentation distributed in 1997. To further publicize the important role that microfilming can play in preservation, two new workshops in microfilming, which are aimed at professionals in a position to put practical training to use, have been planned for November 1999 and March 2000. The project arranged for the U.S. Research Libraries Group's *Archives Microfilming*

Manual to be translated for use in this course. There have been other initiatives to present the use of microfilming as a preservation tool. In March 1999, Northeast Document Conservation Center Executive Director Ann Russell visited institutions in São Paulo and Rio de Janeiro, meeting with Brazilian specialists at the Rui Barbosa House Foundation in Rio to discuss preservation priorities. The specialists emphasized microfilming as a priority, and the need for more information about technical quality, correct procedures, and equipment, and for the training of Brazilian technicians at North American institutions. Brazil's National Council of Archives has also formed a group to review microfilming procedures in the Brazilian context and to establish archival quality procedures for Brazilian institutions, based on international standards. The group has already established rules for microfilming targets.

Organizing workshops at the technical and managerial levels will also generate broader awareness of the importance of microfilming as a preservation tool. Several institutions are organizing workshops to discuss the importance of electronic media preservation and to reinforce the importance of microfilming, especially in a cooperative way. Distribution of the video, *Into the Future*, is also creating intensive discussion about the problems of long-term maintenance of digital media. The video has already been shown at universities and other institutions in most states and on several educational television channels.

New Publications

As a contribution of the Center of Memory of the Brazilian Academy of Letters (Centro de Memória da Academia Brasileira de Letras), the first two publications of a new series, *Technical Communications (Comunicações Técnicas)*, are available on the project's Web site. The publications are "Reflections on Collections Preservation," by Sérgio Conde de Albite Silva, and "Space as an Element of Paper-Based Collections," by Cláudia S. Rodrigues de Carvalho. The former was based on the project publications. The project is also planning a new group of translated texts on the themes of microfilming and digitization. Other themes will be selected on the basis of the priorities that were identified in the 1998 survey. In cooperation with the National Council of Archives and other partners, the project will also commission original publications in Portuguese, including a manual for identifying rare books and other publications about issues in collections cataloging and international standards for archival description.

Lessons Learned and Recommendations

This project has been a valuable learning opportunity for all its participants and has stimulated widening circles of discussion, awareness, and action. It has been the largest cooperative effort among librarians and archivists ever undertaken in Brazil. Those who have been involved in the project have learned many valuable lessons that could be useful in other countries where library and archives communities are thinking of undertaking similar efforts.

- The original project concept, that is, to combine mutually reinforcing documentation, training through workshops, and networking through a Web-accessible database of institutions, has proven very practical and effective.
- The concept of ever-widening circles of information distribution, through local and regional events, has proven even more successful than the working group ever imagined.
- The use of the questionnaires as a tool for engaging institutions in a dialogue and getting feedback about priorities has also proven effective and self-reinforcing. The 1998 questionnaires were returned much more promptly than the first mailing in 1996 and the responses gave more detail.
- The use of the database as a multipurpose tool for both analysis and practical activities, such as distributing publications and selecting workshop participants, has proven extremely effective. The working group members hope that the option of registering on the Web site and the public availability of the database on the Web site will spur the growth of the database's coverage over the next few years.
- Expanding access to the World Wide Web is fundamental to the continued dissemination of preservation knowledge. In a country where distances are vast and communications often difficult, investment in a dedicated system to connect the institutions is essential.
- The videos and environmental monitoring equipment have proven the most effective teaching tools, both in the workshops and in more open institutional settings.
- It is important for participants to have their own personal sets of documentation and teaching materials in order to empower them to spread the word and become activists.
- The working group did not expect that terminology would prove such a knotty issue in the translations of the texts from English to Portuguese. It would have saved time if a basic glossary had been prepared and provided to the translators before they began their work.
- The working group did not expect that the demand for workshops and more training would be increased, rather than satisfied, by the first two rounds of workshops.
- The working group did not expect that it would be so difficult to convey the importance of reformatting through microfilming as a preservation strategy and tool. Workshops and a subtitled video have been developed to emphasize this point.

- Perhaps the most difficult lesson was that the new ideas about preservation did not take root equally well in all regions and states. Some areas need to be targeted preferentially to ensure that advances in preservation are spread reasonably equitably across the country.
- It is not easy to set up a cooperative working environment among diverse institutions, but perseverance yields generous dividends.

Conclusion

The project has much to accomplish before June 2000. However, it has already become the largest cooperative endeavor between the library and archival communities in Brazil, and its impact has been profound. Two factors have been critical to the effectiveness of the project. First, it was broadly inclusive and successful in awakening participants to a common mission—that of improving preservation of and access to the accumulated knowledge in Brazilian institutions, whether public, academic, or private. Second, through cooperation and partnership, the project has involved growing numbers of individuals and institutions, thus widening circles of discussion, awareness, and action. In this way, the impact of the initial investment in awareness, information, training, and broad institutional involvement has been multiplied for all of its participants. Preservation awareness and ways to address the deterioriation of library and archival materials are no longer the prerogatives of large institutions in urban centers. The project reached out to the regional and local levels, involving institutions that had never been included to such an extent.

The continuously expanding work group has the positive sense that the project has no individual owners, but belongs to all who have an interest in helping disseminate the information and support the preservation of library and archival holdings. Professionals from many backgrounds have become interested in the problems of preservation management and will be encouraged to cooperate on solutions.

The project has promoted knowledge among professionals and has brought into focus the country's most pressing preservation needs. As Brazil commemorates 500 years of discovery, there is now broader recognition of how much must be done to preserve its cultural memory. The project to build preservation knowledge in Brazil has created a will and the means to cooperate toward that end.

Appendix I

Translated Titles

Planning and Administration

Atkinson, Ross W. 1986. "Selection for Preservation: A Materialistic Approach." *Library Resources & Technical Services* 30 (Oct./Dec.): 341-53.

Child, Margaret. 1994. "Preservation Planning." *Preservation of Library & Archival Materials: A Manual*, pp. 13-7. Edited by Sherelyn Ogden. Andover, Mass.: Northeast Document Conservation Center.

Child, Margaret. 1994. "Collection Policies and Preservation." *Preservation of Library & Archival Materials: A Manual*, pp. 19-21. Edited by Sherelyn Ogden. Andover, Mass.: Northeast Document Conservation Center.

Child, Margaret. 1986. "Further Thoughts on 'Selection for Preservation: A Materialistic Approach.'" *Library Resources & Technical Services* 30 (Oct./Dec.): 354-62.

Hazen, Dan. 1982. "Collection Development, Collection Management and Preservation." *Library Resources & Technical Services* 26 (Jan./March): 3-11.

Merrill-Oldham, Jan, and Jutta Reed-Scott, eds. 1993. *Preservation Planning Program: An Assisted Self-Study Manual for Libraries*. Washington, D.C.: Association of Research Libraries.

Walker, Gay. 1987. "Preservation Decision-Making and Archival Photocopying." *Restaurator* 8(1): 40-51.

Environmental Control

Reilly, James M., Douglas W. Nishimura, and Edward Zinn. 1995. *New Tools for Preservation—Assessing Long-Term Environmental Effects on Library and Archives Collections*. Washington, D.C.: Commission on Preservation and Access.

Sebera, Donald K. 1994. *Isoperms: An Environmental Management Tool*. Washington, D.C.: Commission on Preservation and Access.

The following sections from Ogden, Sherelyn, ed. 1994. *Preservation of Library & Archival Materials: A Manual*. Andover, Mass.: Northeast Document Conservation Center.

- "Integrated Pest Management," pp. 109-14.
- "Monitoring Temperature and Relative Humidity," pp. 45-50.
- "Protecting Books and Paper During Exhibition," pp. 65-70.
- "Protection from Light Damage," pp. 59-64.
- "Temperature, Relative Humidity, Light and Air Quality: Basic Guidelines for Preservation," pp. 41-3.

Disaster Planning

Price, Lois Olcott. 1994. *Managing a Mold Invasion: Guidelines for Disaster Response*. Philadelphia, Pa.: Philadelphia Conservation Center for Art and Historic Artifacts.

Trinkley, Michael. 1992. "Preservation Concerns in Construction and Remodeling of Libraries: Planning for Preservation." Columbia, S.C.: South Carolina State Library.

Valentin, Nieves, and Frank Preusser. 1990. "Insect Control by Inert Gasses in Museums, Archives and Libraries." *Restaurator* 11: 22-33.

The following sections from Ogden, Sherelyn, ed. 1994. *Preservation of Library & Archival Materials: A Manual*. Andover, Mass.: Northeast Document Conservation Center.

- "Security from Loss: Water and Fire Damage, Biological Agents, Theft and Vandalism," pp. 75-7.
- "Disaster Planning," pp. 79-83.
- "Worksheet for Outlining a Disaster Plan," pp. 85-91.
- "Drying Wet Books and Records," pp. 97-9.
- "Emergency Salvage of Photographs," pp. 101-2.
- "Protecting Collections During Renovation," pp. 103-8.
- "Protecting Books and Paper Against Mold," pp. 115-9.

Storage, Stock Maintenance, Care, and Handling

National Cooperative Information Project. 1991. "Preservation of Scrapbooks and Albums."

The following sections from Ogden, Sherelyn, ed. 1994. *Preservation of Library & Archival Materials: A Manual*. Andover, Mass.: Northeast Document Conservation Center.

- "Choosing Archival Quality Storage Enclosures for Books and Paper," pp. 135-6.
- "Cleaning Books and Shelves," pp. 133-4.
- "Storage Furniture: A Brief Review of Current Options," pp. 129-32.
- "Storage Methods and Handling Practices," pp. 123-7.

Repair and Conservation

Milevski, Robert J. 1984. *Book Repair Manual*. Carbondale, Ill.: Illinois Cooperative Conservation Program.

Milevski, Robert J., and Linda Nainis. 1987. "Implementing a Book Repair and Treatment Program." *Library Resources & Technical Services* 31 (April/June): 159-76.

The following sections from Ogden, Sherelyn, ed. 1994. *Preservation of Library & Archival Materials: A Manual*. Andover, Mass.: Northeast Document Conservation Center.

- "The Book Shoe: Description and Uses," pp. 145-7
- "How to Do Your Own Matting and Hinging," pp. 205-8.
- "Mats and Frames for Art and Artifacts on Paper," pp. 159-62.
- "Storage Solutions for Oversized Paper Artifacts," pp. 153-7.
- "Card Stock Enclosures for Small Books," pp. 141-4.
- "Polyester Film Book Jacket," pp. 149-51.
- "Relaxing and Flattening Paper by Humidification," pp. 199-200.

Reformatting

Conway, Paul. 1996. *Preservation in a Digital World*. Washington, D.C.: Commission on Preservation and Access.

Fox, Lisa, ed. 1987. "An Overview of Administrative Decisions" in *Preservation Microfilming: A Guide for Librarians and Archivist*, pp. 23-72. Chicago, Ill.: American Library Association.

Jermann, Peter. 1994. "Digital Imaging Basics." *Preservation of Library & Archival Materials: A Manual*, pp. 179-81. Edited by Sherelyn Ogden. Andover, Mass.: Northeast Document Conservation Center.

Jones, C. Lee. 1993. *Preservation Film: Platform for Digital Access Systems*. Washington, D.C.: Commission on Preservation & Access.

Jones, Norvell M.M. 1990. *Archival Copies of Thermofax, Verifax and Other Unstable Records*. Technical Information Paper No. 5. Washington, D.C.: National Archives & Records Administration.

Kenney, Anne R., and Stephen Chapman. 1995. *Tutorial—Digital Resolution Requirements for Replacing Text-Based Material: Methods for Benchmarking Image Quality*. Washington, D.C.: Commission on Preservation & Access.

Waters, Donald J. 1991. *From Microfilm to Digital Imagery*. Washington, D.C.: Commission on Preservation & Access.

Willis, Don. 1992. *A Hybrid Systems Approach to Preservation of Printed Materials*. Washington, D.C.: Commission on Preservation & Access.

Preserving Library and Archival Materials

Garlick, Karen. 1990. Planning an Effective Holding Maintenance Program. *American Archivist* 53 (Spring): 256-64.

Preservation of Non-Paper Materials

Fisher, Monique C., and Andrew Robb. 1993. *Guidelines for Care & Identification of Film-Base Photographic Materials.* Topics in Photographic Preservation. Vol. 5, pp. 117-22. Compiled by Robin E. Siegel. Washington, D.C.: AIC/PMG.

Mustardo, Peter, and Nora Kennedy. 1994. Photograph Preservation: Basic Methods of Safeguarding Your Collections. Technical Leaflet Series No. 9. Mid-Atlantic Regional Archives Conference.

Reilly, James M. 1993. *IPI Storage Guide for Acetate Film.* Rochester, N.Y.: Image Permanence Institute.

St. Laurent, Gilles. 1991. *The Care and Handling of Recorded Sound Materials.* Washington, D.C.: Commission on Preservation & Access.

Van Bogart, John W.C. 1995. *Magnetic Tape Storage and Handling—A Guide for Libraries and Archives.* Washington, D.C.: Commission on Preservation & Access.

BEST COPY AVAILABLE

Appendix II *Institutional Database Questionnaire—Page 1*

Interinstitutional cooperative project
PREVENTIVE CONSERVATION IN LIBRARIES AND ARCHIVES
Query for census and updating of the institutional database

Name of Institution: _____
Oversight: _____
Address: _____
City: _____ State _____
Zip code: _____ Phone(s) #: _____
Fax(es) #: _____ e-mail(s): _____
Name of head of Institution/Unit: _____
Name of preservation manager: _____
Date of completion: _____ [] First Contact [] Updating

2. Characterization
2.1- [] Archive
2.2- [] Library
2.3- [] Museum
2.4 - [] Others (specify:) _____

3. Type
3.1 - [] Public
3.2 - [] Private
3.3 - [] Academic ? [] yes [] no
3.1.1 - [] Federal
3.1.2 - [] State
3.1.3 - [] Municipal

4. Holdings
Does the institution possess any of the collections described below?

4.1 - Manuscript and typed documents
Does the institution possess these? [] No [] Yes
Quantity_____ linear meters
(Quantity in linear meters. Ex: 1 shelf corresponds to 1 linear meter; 1cubic meter of piled documents corresponds approximately to 12 linear meters.)
Period covered: _____/_____
Do you organize?
[] No [] Yes/ Mark how much has been accomplished:
[] up to 50% [] more than 50%
Are search instruments being automated?:
[] No [] Yes / Mark how much has been accomplished:
[] up to 50% [] more than 50%
Do you practice preservation actions?
[] No [] Yes/ Mark which:
[] Climatization of storage areas
[] Cleaning of documents
[] Microfilming
[] Periodical monitoring of infestation
[] Small mending
[] Rehousing
[] Binding
[] Conservation/restoration

4.2 - Books (Note: Don't include rare books)
Does the institution possess these? [] No [] Yes -
Quantity_____ units.

Period covered: _____/_____

Do you organize?
[] No []Yes/ Mark how much has been accomplished:
[] up to 50% [] more than 50%
Are search instruments being automated?:
[] No [] Yes / Mark how much has been accomplished:
[] up to 50% [] more than 50%
Do you practice preservation actions?
[] No [] Yes/ Mark which:
[] Climatization of storage areas
[] Cleaning of documents
[] Microfilming
[] Periodical monitoring of infestation
[] Small mending
[] Rehousing
[] Binding
[] Conservation/restoration

Institutional Database Questionnaire—Page 2

4.3 - Periodicals (Note: Don't include rare books)
Does the institution possess these? [] No [] Yes -
Quantity_____ units.

Period covered: _____/_____

Do you organize?
[] No [] Yes/ Mark how much has been accomplished:
[] up to 50% [] more than 50%
Are search instruments being automated?:
[] No [] Yes / Mark how much has been accomplished:
[] up to 50% [] more than 50%
Do you practice preservation actions?
[] No [] Yes/ Mark which:
[] Climatization of storage areas
[] Cleaning of documents
[] Microfilming
[] Periodical monitoring of infestation
[] Small mending
[] Rehousing
[] Binding
[] Conservation/restoration

4.4 – Rare books
Does the institution possess these? [] No [] Yes -
Quantity_____ units.

Period covered: _____/_____

Do you organize?
[] No [] Yes/ Mark how much has been accomplished:
[] up to 50% [] more than 50%
Are search instruments being automated?:
[] No [] Yes / Mark how much has been accomplished:
[] up to 50% [] more than 50%
Do you practice preservation actions?
[] No [] Yes/ Mark which:
[] Climatization of storage areas
[] Cleaning of documents
[] Microfilming
[] Periodical monitoring of infestation
[] Small mending
[] Rehousing
[] Binding
[] Conservation/restoration

4.5 - Photographs in b/w- copies in paper
Does the institution possess these? [] No [] Yes -
Quantity_____ units.

Period covered: _____/_____

Do you organize?
[] No [] Yes/ Mark how much has been accomplished:
[] up to 50% [] more than 50%
Are search instruments being automated?:
[] No [] Yes / Mark how much has been accomplished:
[] up to 50% [] more than 50%
Do you practice preservation actions?
[] No [] Yes/ Mark which:
[] Climatization of storage areas
[] Cleaning of photographs
[] Reproduction
[] Small mending
[] Rehousing

4.6 - Photographs in color- copies in paper
Does the institution possess these? [] No [] Yes -
Quantity_____ units.

Period covered: _____/_____

Do you organize?
[] No []Yes/ Mark how much has been accomplished:
[] up to 50% [] more than 50%
Are search instruments being automated?:
[] No [] Yes / Mark how much has been accomplished:
[] up to 50% [] more than 50%
Do you practice preservation actions?
[] No [] Yes/ Mark which:
[] Climatization of storage areas
[] Cleaning of photographs
[] Reproduction
[] Small mending
[] Rehousing

4.7 - 4.7 - Photographs - negatives
Does the institution possess these? [] No [] Yes -
Quantity_____ units.

Period covered: _____/_____

Do you organize?
[] No [] Yes/ Mark how much has been accomplished:
[] up to 50% [] more than 50%
Are search instruments being automated?:
[] No [] Yes / Mark how much has been accomplished:
[] up to 50% [] more than 50%
Do you practice preservation actions?
[] No [] Yes/ Mark which:
[] Climatization of storage areas
[] Reproduction
[] Rehousing

4.8 - Diapositives or slides
Does the institution possess these? [] No [] Yes -
Quantity_____ units.

Period covered: _____/_____

Do you organize?
[] No [] Yes/ Mark how much has been accomplished:
[] up to 50% [] more than 50%
Are search instruments being automated?:
[] No [] Yes / Mark how much has been accomplished:
[] up to 50% [] more than 50%
Do you practice preservation actions?
[] No [] Yes/ Mark which:
[] Climatization of storage areas
[] Reproduction
[] Rehousing

Institutional Database Questionnaire—Page 3

4.9 - Movie Films - positive Does the institution possess these? [] No [] Yes - Quantity_____ units. Period covered: _____/_____ Do you organize? [] No [] Yes/ Mark how much has been accomplished: [] up to 50% more than 50% Are search instruments being automated?: [] No [] Yes / Mark how much has been accomplished: [] up to 50% more than 50% Do you practice preservation actions? [] No [] Yes/ Mark which: [] Climatization of storage areas [] Reproduction in video tape [] Reproduction in film [] Rehousing	**- Movie Films - negative** Does the institution possess these? [] No [] Yes - Quantity_____ units. Period covered: _____/_____ Do you organize? [] No [] Yes/ Mark how much has been accomplished: [] up to 50% [] more than 50% Are search instruments being automated?: [] No [] Yes / Mark how much has been accomplished: [] up to 50% [] more than 50% Do you practice preservation actions? [] No [] Yes/ Mark which: [] Climatization of storage areas [] Reproduction in video tape [] Reproduction in film [] Rehousing
4.11 - Videos Does the institution possess these? [] No [] Yes - Quantity_____ units. Period covered: _____/_____ Do you organize? [] No [] Yes/ Mark how much has been accomplished: [] up to 50% [] more than 50% Are search instruments being automated?: [] No [] Yes / Mark how much has been accomplished: [] up to 50% [] more than 50% Do you practice preservation actions? [] No [] Yes/ Mark which: [] Climatization of storage areas [] Reproduction in video tape [] Rehousing	**4.12 - Discs** Does the institution possess these? [] No [] Yes - Quantity_____ units. Period covered: _____/_____ Do you organize? [] No [] Yes/ Mark how much has been accomplished: [] up to 50% [] more than 50% Are search instruments being automated?: [] No [] Yes / Mark how much has been accomplished: [] up to 50% [] more than 50% Do you practice preservation actions? [] No [] Yes/ Mark which: [] Climatization of storage areas [] Reproduction in magnetic media [] Rehousing
4.13 – Audio Magnetic Tapes Does the institution possess these? [] No [] Yes - Quantity_____ units. Period covered: _____/_____ Do you organize? [] No [] Yes/ Mark how much has been accomplished: [] up to 50% [] more than 50% Are search instruments being automated?: [] No [] Yes / Mark how much has been accomplished: [] up to 50% [] more than 50% Do you practice preservation actions? [] No [] Yes/ Mark which: [] Climatization of storage areas [] Reproduction in magnetic media [] Rehousing	**4.14 – Art works in paper, ex. : engravings or prints, drawings, aquarelles, etc.** Does the institution possess these? [] No [] Yes - Quantity_____ units. Period covered: _____/_____ Do you organize? [] No [] Yes/ Mark how much has been accomplished: [] up to 50% [] more than 50% Are search instruments being automated?: [] No [] Yes / Mark how much has been accomplished: [] up to 50% [] more than 50% Do you practice preservation actions? [] No [] Yes/ Mark which: [] Climatization of storage areas [] Cleaning of works [] Periodical monitoring of infestation [] Small mending [] Rehousing [] Conservation/restoration

Institutional Database Questionnaire—Page 4

4.15 - Maps and plans:	**4.16 - Posters**
Does the institution possess these? [] No [] Yes - Quantity_____ units Period covered: _____/_____ Do you organize? [] No []Yes/ Mark how much has been accomplished: [] up to 50% [] more than 50% Are search instruments being automated?: [] No [] Yes / Mark how much has been accomplished: [] up to 50% [] more than 50% Do you practice preservation actions? [] No [] Yes/ Mark which: [] Climatization of storage areas [] Cleaning of documents [] Microfilming [] Periodical monitoring of infestation [] Small mending [] Rehousing [] Conservation/restoration	Does the institution possess these? [] No []Yes - Quantity_____ units. Period covered: _____/_____ Do you organize? [] No [] Yes/ Mark how much has been accomplished: [] up to 50% [] more than 50% Are search instruments being automated?: [] No [] Yes / Mark how much has been accomplished: [] up to 50% [] more than 50% Do you practice preservation actions? [] No [] Yes/ Mark which: [] Climatization of storage areas [] Cleaning of posters [] Microfilming [] Periodical monitoring of infestation [] Small mending [] Rehousing [] Conservation/restoration

5. Access Conditions

5.1 - Is there a specific room for consultation/reading? [] no [] yes

5.2 - Are there microfilm consulting machines? [] no [] yes

5.3 - Are there machines to allow access to magnetic, movie and video registers? [] no [] yes
If yes, describe the equipment available: _____

_____

5.4 - Are there specific storage areas for the collections, according to their characteristics (example: for photographs, rare books, etc.)? [] no [] yes, describe: _____

6.Building, conditions of, disaster prevention and control:

6.1- Are the buildings owned by the institution/unit? [] no [] yes
6.2- Are the structures in good general condition? [] no [] yes
6.3- Indicate the year of last maintenance/improvement works:_____
6.4- Is there periodic preventive control against termites? [] no [] yes
6.5- What are the resources for fighting fire? Check:
- manual extinguishers: [] no [] yes
- smoke detectors: [] no [] yes
- smoke detectors and automatic sprinklers: [] no [] yes
- fire brigade: [] no [] yes.

7 . What resources are there to improve environmental conditions ?

- Climatization equipment with temperature and humidity control: [] no [] yes
- Climatization equipment with temperature control only: [] no [] yes
- Dehumidifier: [] no [] yes
- Lighting control: [] no [] yes

8. Indicate the quantity and qualification of the technical staff, filling in the following fields:

8.1- University degree
- librarian/archivist or similar: #_____
- for preservation #_____

8.2- Secondary degree
- for technical procedures #_____
- for preservation #_____

8.3- Primary degree
- for preservation #_____

Person responsible for completion of this form:_____

Please send completed questionnaire to :
Projeto Conservação Preventiva em Bibliotecas e Arquivos
Arquivo Nacional - **Rua Azeredo Coutinho 77,** CEP: 20.230-170 – Rio de Janeiro – RJ

Appendix III *Collaborative Institutions and Work Group Members*

NORTH

ACRE

Universidade Federal do Acre - Centro de Doc. e Inf. Histórica
Campus Universitário,
BR 364, Km 04
69.915-900 - Rio Branco - Acre
Tel: (068) 229-2244 R. 234
Maria José Bezerra
Rosana Martins de Oliveira
mir@ufac.br
mir@mandic.com.br

AMAZONAS

Universidade do Amazonas
Parque Residencial Ouro Negro
Casa 8 – Bairro Coroado III
69.082.700 - Manaus - AM
Tel: (092) 644-2244 R.21/23 / Fax: (092) 644-2451
Maria Lenir Oran Fonseca

PARÁ

Fundação Cultural do Município de Belém
Secretaria Municipal de Cultura
Marcio Meira
meira@libnet.com.net

Arquivo Público do Estado do Pará
Tv. Campos Sales, 273
66.019-050 - Belém - PA
Tel: (091) 241-9700 / Fax: (091) 241-9097
Adma de Campos Jordy de Almeida
João Rodrigues Lopes
Maria de Fátima Veloso
Walquiria Oliveira Leite
arqpep@prodepa.gov.br

Biblioteca Pública "Arthur Vianna"
Av. Gentil Bittencourt, 650
66.035-340 - Belém - PA
Tel: (091) 223-4365 / Fax: (091) 223-4721
Carmelinda S. B. da Cruz

Museu Integrado de Óbidos
Rua Justo Chermont, 607
68.250-000 - Belém - PA
Tel: (091) 547-1108 / 547-1194 / Fax: (091) 547-1457
Idaliana Marinho Azevedo

Museu Paraense Emílio Goeldi
Av. Perimentral - Campus de Pesquisa
66.040-170 - Belém - PA
Tel: (091) 274-2195
Doralice dos Santos Romeiro
dorolice@museu-goeldi.br

RONDONIA

Fund. Cult. e Tur. de Rondônia
Av. 7 de Setembro, 237 - Centro
Porto Velho - RO
Tel: (069) 221-1881 / 223-2276
Evandro da Rocha Lopes

NORTHEAST

BAHIA

Arquivo Público do Estado da Bahia
Ladeira de Quintas, 50
Salvador - BA
Tel: (071) 233-4455
Marlene Assis de Deus Moreira
apeb@quasar.com.br

Fundação Clemente Mariani
Rua Miguel Calmon, 57 - Ed.
Conde Pereira Marinho, 3º andar - Comércio
40.015-010 - Salvador - BA
Tel: (071) 243-26661 / Fax: (071) 243-2987
Graça Cantalino
fcm@fcmariani.org.br

Museu Carlos Costa Pinto
Av. Sete de setembro, 2490
Salvador –BA
40080-001
Tel: (071) 336-6081 / Fax: (071) 336-2702
Rosina Carvalho dos Santos
mccp@quasar.com.br

Fundação Casa de Jorge Amado
Largo do Pelourinho, s/nº
Salvador – BA
40025-280
Tel: (071) 321-0122 / Fax: (071) 321-0720
Maria Rosane Canelas Rubim

Biblioteca Publica do Estado da Bahia
Rua Gal. Labatut, 27
Salvador – BA
40070-100
Tel: (071) 328-4555

Conceição Gama
dibip@biblioteca.ba.gov.br

CEARÁ

Arquivo Público Estadual do Ceará
Av. dos Expedicionários, 5.405
Fortaleza - CE
Tel: (085) 253-3251
Maria Luciene Reis Aragão

Bib. Púb. Gov. Menezes Pimentel
Av. Pres. Castelo Branco, 255 - Centro
Fortaleza - CE
Tel: (085) 231-3155
Verônica Lima Batista

MARANHÃO

Arquivo Público do Maranhão
Rua do Nazaré, 218
65.010-410 - São Luis - MA
Tel: (098) 232-4544
Maria Raimunda Araújo

3ª .SR do IPHAN
Rua do Giz, 235 - Centro
65.010-410 - São Luiz - MA
Tel: (098) 231-1388
Kátia Santos Bogéa
iphan3sr@zaz.com.br

PARAÍBA

Fundação Casa José Américo
Av. Argemiro de Figueiredo, 3.851 - Bessa
58.036-030 - João Pessoa - PB
Tel: (083) 246-2201 / 3934
Ana Isabel de Souza Leão Andrade

Universidade Federal da Paraíba
Biblioteca Central - Campus I
João Pessoa - PB
Tel: (083) 216-7104 / 7259
Maria Ildenir Palitot Gomes Maia
ildenir@bc.biblioteca.ufpb.br

PERNAMBUCO

Arquivo Pub. Est. de Pernambuco
Rua do Imperador, 371
50.010-240 - Recife - PE
Fax: (081) 224-0620 / 9848
João Rodrigues Lopes

Fundação Joaquim Nabuco
Av. 17 de Agosto, 2.187 - Casa Forte
52.061-540 - Recife - PE
Tel: (081)441-5500 / Fax: 441-5600
Pérside Omena Ribeiro
André Gil Pereira Lima

PIAUÍ

Arquivo Público do Estado do Piauí
Rua Coelho Rodrigues, 1.016 -
64000-080 Teresina - PI
Tel: (086) 221-5541
Terezinha Mary Cortez de Sousa

Biblioteca Estadual Desembargador Cronwell de Carvalho
Praça Demóstenes Avelino, 1.788 - Centro/Norte
64000-080 Teresina - PI
Tel: (086) 222-1350
Cleia Maria Ferreira Monteiro

RIO GRANDE DO NORTE

Fundação José Augusto
Rua Jundiaí, 641 - Tirol
59020—120 Natal – RN
Odinelha S. Targino Bezerra

SERGIPE

Biblioteca Pública Epifânio Doria
Prolongamento da Vila Cristina,s/nº,
49015-000 Aracaju -SE
Tel: (079) 224-2127 / 2129
Maria Raquel dos Reis Morais

MID-WEST

FEDERAL DISTRICT

Arquivo Público do Distrito Federal
SAPS Lote 07 Bloco 41 - Novacap
71.215-000 - Brasília - DF
Tel: (061) 233-2191 / 361-1454
arpdf@arpdf.gdf.gov.br
Vera Lúcia Pereira Duarte

Imprensa Nacional
SIG Quadra 06 Lote 800 - Ed. Imprensa Nacional
70.604-900 - Brasília - DF
Tel: (061) 313-9724 / 9725
Eliana Lobo de Oliveira Evina

Universidade de Brasília
Centro de Documentação
Cx. Postal 04434 Multiuso 01 Bloco B 1º andar - Campus Un.
70.910-900 - Brasília - DF
Tel: (061)348-2577 -Fax: 273-021
José Carlos Andreoli

GOIÁS

Arquivo Pub. do Estado de Goiás
Praça Cívica 02 Anexo 2
74.001-900 - Goiânia - GO
Tel: (062) 225-6088
Tais Silva de Faria Verano

Universidade Federal de Goiás
Biblioteca Central
Campus Samambaia, Cx. P. 411
74.001-970 - Goiânia - GO
Tel: (062) 821-1151 / Fax: 2051510
Adoneia Silva de Oliveira
adoneia@bc.ufg.br

MATO GROSSO

U F do Mato Grosso -Núcleo de Doc. e Informação H. Regional
Av. Fernando Corrêa, s/n - Campus Universitário Bloco CCA Sala 55
78.000-000 - Cuiabá - MT
Tel: (065) 315-8473
Luis Álvaro Dias

MATO GROSSO DO SUL

Arquivo Hist. de Campo Grande
Rua Barão do Rio Branco, 1.455
79.002-174 - Campo Grande - MS
Tel: (067) 725-9890
Doralice Martins

Arquivo Pub. do Mato Grosso do Sul
Rua 14 de Julho, 2.164 - 4º andar
79.002-336 - Campo Grande - MS
Tel: (067) 382-5440 /4112 /1144
Kátia Cristina N. Figueira
zanatta@br.homeshopping.com.br

SOUTHEAST

ESPÍRITO SANTO

Universidade Federal do Espírito Santo
Departo. de Biblioteconomia
Campus Universitário Goiabeiras
Av. Fernando Ferrari, s/n
29.060-900 - Vitória - ES
Tel: (027) 335-2601 335-2593
Fax: (027) 335-2590 251-1148
Alzinete Maria Rocon Biancardi
Lucia Helena Miranda Corrêa
alzinete@npd.ufes.br

MINAS GERAIS

Arquivo Público Mineiro
Rua Aimorés, 1450
30.140-081 - Belo Horizonte - MG
Tel: (031) 269-1099 / Fax: 269-1060/1167
Pedro de Brito Soares
pedrobrito@uol.com.br

Universidade Federal de Juiz de Fora
Campus Universitário, s/n
36.036-330 - Juiz de Fora - MG
Tel: (032) 229-3760 229-3781
Fax: (032) 231-1342 229-3760
Leopoldina Leonor Fagundes Muniz
dina@quimica.ufjf.br

Universidade Federal de Minas Gerais
Av. Antônio Carlos, 6.627
31.270-901 - Belo Horizonte - MG
Fax: (031) 499-5375
Escola de Belas Artes - CECOR
Luiz Antonio Cruz Souza
conserv@dedalus.lcc.ufmg.br
Escola de Biblioteconomia
Maria da Conceição Carvalho
mccarv@eb.ufmg

Universidade Federal de Viçosa
Casa Arthur Bernardes
Praça Silviano Brandão, 69
36.571-000 - Viçosa - MG
Tel: (031) 899-2862/ 2155/1373
Fax: (031) 899-2203
Júlio de Castro Paixão

RIO DE JANEIRO

Arquivo Geral da Cidade do Rio de Janeiro
Rua Amoroso Lima, 15
20.211-120 - Rio de Janeiro - RJ
Tel: (021) 273-3141/4582/3191
(R. 23) / Fax: (021) 273-4582
Rita de Cássia de Mattos
rcmattos@pcrj.rj.gov.br

Arquivo Nacional
Rua Azeredo Coutinho 77
20.230-170 - Rio de Janeiro - RJ
Fax: (021) 232 9036
Conselho Nacional de Arquivos
Jaime Antunes da Silva
diretorgeral@arquivonacional.gov.br
Carlos Augusto Silva Ditadi
Marilena Leite Paes
conarq@arquivonacional.gov.br
Coordenação de Conservação de Documentos
Ingrid Beck
Adriana Lúcia Cox Hollós

Tulio Alexandre Sacha
Gerson Pereira
ancdo@arquivonacional.gov.br

Arquivo Público do Estado do Rio de Janeiro
Praia de Botafogo 480 – Botafogo
22250-040 – Rio de Janeiro – RJ
Carlos Roberto de Freitas
cfreitas@nitnett.com.br

Fundação Biblioteca Nacional
Av. Rio Branco, 219 - Centro
20.040-008 - Rio de Janeiro - RJ
Tel: (021) 262-8255 - R. 204 / 305 / Fax: (021) 220-4173
Ana Virginia Pinheiro
anapaz@bn.br
Jayme Spinelli Jr.
jscop@bn.br
Maria Aparecida Marsico
cida@bn.br
Joaquim Marçal Andrade
joaquim@bn.br

Fundação Getulio Vargas
Praia de Botafogo, 190 - sala 1202
22.255-900 - Rio de Janeiro - RJ
Fax: (021) 551-2649 551-5755
Adelina Novaes e Cruz
adelina@fgv.br
Maria Hilda Pinto de Araújo
Ligia Paixão
ligiap@fgv.br

Museu de Astronomia e Ciências Afins
Rua General Bruce, 586
20.921-030 - Rio de Janeiro - R.J
Tel: (021) 580-7010 - R. 217 / Fax: (021) 580-7339
Solange Rocha
solo@omega.lncc.br
Ozana Hannesch
haneschr@omega.lncc.br

Universidade do Rio de Janeiro - UNIRIO
Av. Pasteur 296
CEP 22290140 Rio de Janeiro RJ
Tel: (021) 541-1819
Sérgio Conde de Albite Silva
albite@uninet.com.br

Universidade Federal do Rio de Janeiro
Centro Referencial - SIBI
Av. Pasteur, 250 - sala 101 - Urca
22.295-900 - Rio de Janeiro - RJ
Tel: (021) 295-1595 (R #18) / Fax: (021) 295-1397 (* 2346)
José Tavares da Silva Filho
jose@forum.ufrj.br

Fundação Nacional de Arte - FUNARTE
Centro de Preservação e Conservação Fotográfica
Rua Monte Alegre, 255
20240-190 Santa Tereza - RJ
Tel: (021) 297-6116 Ramal 249 / Fax: (021) 507-7436
ccpf@funart.gov.br
Sandra Baruki
baruki@ax.apc.org
Ana Maria Saramago
anas@rio.com.br
Maria Nazareth Khoury
Márcia Mello
Cássia Maria Mello da Silva
cássia@montreal.com.br

Fundação Casa de Rui Barbosa
Rua São Clemente, 134
22260-000 Botafogo - RJ
Tel: (021) 537-0036 / Fax: (021) 537-1114
Claudia S. Rodrigues de Carvalho
comunica@casaruibarbosa.gov.br

Museu Histórico e Diplomático do Itamaraty
Av. Marechal Floriano, 196
20080-002 Rio de Janeiro –RJ
Tel: 253-5720
Luiz Antonio Ewbank

Biblioteca Pública do Estado do Rio de Janeiro
Av. Presidente Vargas, 1261
20071-004 Centro - RJ
Tel: (021) 224-6184 / Fax: (021) 252-6810
Maria Luiza Gama
mllg@zipmail.com.br
saberj@infolink.com.br

Fundação Oswaldo Cruz
Av. Brasil, 4365
21045-900 Manguinhos - RJ
Tel: (021) 290-1846 / Fax: (021) 270-0914
Marilene Fragas Costa
fragas@dcc001.cict.fiocruz.br

Associação dos Arquivistas Brasileiros
Rua Da Candelária, 9 - Sala 1004
20091-020 Centro - RJ
Tel: (021) 233-7142 / Fax: (021) 233-7142
Marisa Bottino
bottino@unisys.com.br
aab@imagelink.com.br

Associação Brasileira de Conservadores e Restauradores – ABRACOR
Rua São José 50, 9. Andar, sala 5
20030-970 – Rio de Janeiro - RJ
Fax: (021) 533-8090, R. 244
Solange Sette Garcia de Zúñiga
szuniga@gbl.com.br

Arquivo Noronha Santos - IPHAN
Rua Da Imprensa, 16 / 810

BEST COPY AVAILABLE

20030-120 Centro - Rio De Janeiro
Tel: (021) 220-0156 / Fax: (021) 220-9141
Ligia Guimarães
lygia@attglobal.net

SÃO PAULO

Universidade de São Paulo - USP
Av. Professor Luciano Gualberto,
Trav. J - 374 - 1º Andar - Sala 107
05508-900 - São Paulo - Sp
Tel: (011) 818-4195 / Fax: (011) 815-2142
Departamento de Zoologia
Dione Seripieri
seripier@usp.br
Sistema Integrado de Bibliotecas
Rosaly Favero Krzyzanosky
dtsibi@org.usp.br

Arquivo do Estado de São Paulo
Rua Voluntários da Pátria, 596
02010-000 - São Paulo - SP
Tel: (011) 6969-1924
Maria Amélia Castro

Arquivo Municipal
Rua Roberto Simonsen, 136-B
01017-020 - São Paulo - SP
Tel: (011) 604-5431 / Fax: (011) 604-1463
Isabel Maria Alves Mezzalira

Universidade Estadual de Campinas - UNICAMP
Cidade Universitária Zeferino Vaz - Caixa Postal: 6110
13081-970 - Campinas - São Paulo
Tel: (019) 788-1623 / Fax: (019) 78870
Arquivo Edgard Leuenroth
Maria Aparecida Remédio
remedio@obelix.unicamp.br
remedio@unicamp.br
Biblioteca Central
Sandra Lane Bruno
bceraros@turing.unicamp.br

Associação Brasileira de Encadernação e Restauro – ABER
Largo Ana Rosa, 29 - Conj. 101
Vila Mariana
04106-090 - São Paulo - SP
Fax: (011) 571-2892
Guita Mindlin
Thereza Brandão Teixeira
Glória Cristina Motta
Norma Cassares
bibjem@rio.com.br

Biblioteca Mário de Andrade
Rua da Consolação, 94 - 1º
01302-000 - São Paulo - SP
Fax: (011) 239-3459
Rizio Bruno Santana

SOUTH

PARANÁ

Dept. Estadual de Arquivo Público
Rua dos Funcionários 1796
80035-050 - Curitiba - PR
Tel: (041).352-2299 / Fax: (041) 252-1728
Silvana Bojanovski
deap@lepus.celepar.br

Fundação Cultural de Curitiba
Casa da Memória
Rua do Rosário 180
80020-110 - Curitiba- PR
Tel : (041) 223-2307 322-1525
R. 2235 - Fax: (041) 223-5376
Ana Maria Hladczuk
mau2@avalon.sul.com.br
anamaria@myworldmail.com

Universidade Estadual de Londrina
Rodovia Celso Garcia Cid Km 380 – Campus Univesitário
Caixa Postal: 6001
86051-990 - Londrina - PR
Tel: (043) 371-4209 / Fax: (043) 328-4440
Izabel Maria de Aguiar
Maria Aparecida Lopes
bppgeral@pr.gov.br
Vilma Gimenez da Cruz
dir.bc.@npd.uel.br

Universidade Estadual de Maringá Biblioteca Central
Av. Colombo 5790
Campus Universitário
87020-900 - Maringá - PR
Tel: (044) 261-4243 / Fax: (044) 262-2402
Iza Maria Cavalcanti Brito
uem.bce@wnet

Universidade Estadual de Ponta Grossa
Biblioteca Central
Praça Santos Andrade s/n –
Cx. P. 992 e 993
8410-330 - Ponta Grossa - PR
Tel : (042) 225-2121 - ramal 149 / Fax: (042) 223-0940
Cristina Maria Botelho
bicen@uepg.br

Universidade Federal do Paraná - SIBI
Praça Santos Andrade 50,
80020-300 - Curitiba - PR
Tel: (041) 232-9372 / Fax: (041) 262-7784
Liane dos Anjos
alian@humanas.ufpr.br

Universidade Federal do Paraná
Escola de Biblioteconomia
Departamento De Ciências E Gestão Da Informação
Rua General Carneiro, 460 - 7º Andar
80060 - 150Curitiba - PR
Tel: (041) 360-5150
Fax: (041) 360-5150
decigi@coruja.humanas.ufpr.br
Sônia Maria Breda
cursobib@humanas.ufpr.br
Suely Dechsenmeyer
suelyart@digiall.com.br

10ªCR do IPHAN
Rua José De Alencar, 1808
80040-070 - Curitiba - PR
Tel: (041) 264-7971
Fax: (041) 264-7971
Sarah Maria Isabel Gomes
Rubia Stein do Nascimento
iphan10@ipnet.com.br

Bibiioteca Pública do Paraná
Rua Candido Lopes, 133
80020-901 - Curitiba – PR
Tel: (041) 224-0575
Fax: (041) 225-6883
Maria Salete Perito de Bem
bppgeral@lepus.celepar.br

SANTA CATARINA

Arquivo Histórico de Joinville
Av. Hermann August Lepper 65, CX. P. 991
89221-000 - Joinville- SC
Tel: (047) 422-2154 Fax: (047) 433-5341
Terezinha Fernandes da Rosa
psetti@zaz.com.br

Arquivo Público do Estado de Santa Catarina
Av. Mauro Ramos, 1264
88.020-302 - Florianópolis - SC
Tel : (048) 224-6080 - Fax: (048) 221-8541 DIAF e 221-8617
Neusa Rosane D. Nunes

IPHAN - SC
Rua Conselheiro Mafra 141 / 2º
88010-100 - Florianópolis - SC
Fax: (048) 223-0883
Lourdes Rosseto
Maria Izabel Kanan
lourdes@iphan.sc.gov.br

Universidade do Estado de Santa Catarina – UDESC
Curso de Biblioteconomia
Rua Saldanha Marinho 196
88010-450 - Florianópolis – SC
Tel: (048) 222-5722
Fax: (048) 234-6000 e 222-5356
Ivanir Terezinha Henrique

Universidade do Oeste de Santa Catarina - UNOESC - Biblioteca
Rua Getulio Vargas 2125 - Flor da Serra - Cx. P. 542
89600-000 - Joaçaba, SC
Tel: (049) 522-0288 Fax: (049) 522-0337
Alvarito Luiz Baratieri
alvarito@unoescjba,rct.sc.br

Universidade Federal de Santa Catarina
Curso de Biblioteconomia
Campus Universitário
88040-900 - Florianópolis SC
Tel: (048) 331-9304
Fax: (048) 331-9304 e 233-5351
Eliana Bahia

RIO GRANDE DO SUL

Arquivo Público do Estado do Rio Grande do Sul
Rua Riachuelo, 1031 - Centro
90010-270 - Porto Alegre - RS
Tel: (051) 227-1698 / 211-2867
Fax: (051) 224-3614
Fátima Roselaine Rodrigues Leal
arqpub@procergs.com.br
apers@sarh.rs.gov.br

Universidade Federal do Rio Grande do Sul
Biblioteca Central
Av. Paulo Gama, 110 - Cx. P. 2303
90040-060 - Porto Alegre - RS
Tel: (051) 316-3057
Fax: (051) 316-3984
Lorete Mattos
lorete@vortex.ufrgs.br

Museu Antropológico Diretor Pestana - FIDENE
Rua Germano Gressler 96, Cx. P. 560
98700-000 - Ijuí - RS
Tel: (055) 332-7063 Fax: (055) 332-9100 e 332-7063
Cristina Strohschoen
pagina@ijuinet.com.br

Universidade Federal do Rio Grande do Sul
Faculdade de Biblioteconomia e Comunicação
Rua Ramiro Barcelos 2705 - 4º a.
90035-007 - Porto Alegre - RS
Tel : (051) 316-5068/5152/5146 Fax: (051) 330-6635
Ana Regina Berwanger

Universidade Federal de Santa Maria
Curso de Arquivologia
Rua Floriano Peixoto 1750 - sl 303
97050-320 - Santa Maria - RS
Tel: (055) 222-3444 - ramal 256
Clara Marli Sherer Kurtz
cnsk@ccsh.ufsm.br

BEST COPY AVAILABLE

COUNCIL ON LIBRARY AND INFORMATION RESOURCES

1755 Massachusetts Avenue, NW, Suite 500, Washington, DC 20036-2124
Telephone: 202.939.4750 • Fax: 202.939.4765 • E-mail: info@clir.org • Web: www.clir.org

U.S. Department of Education
Office of Educational Research and Improvement (OERI)
National Library of Education (NLE)
Educational Resources Information Center (ERIC)

NOTICE

REPRODUCTION BASIS

☒ This document is covered by a signed "Reproduction Release (Blanket) form (on file within the ERIC system), encompassing all or classes of documents from its source organization and, therefore, does not require a "Specific Document" Release form.

☐ This document is Federally-funded, or carries its own permission to reproduce, or is otherwise in the public domain and, therefore, may be reproduced by ERIC without a signed Reproduction Release form (either "Specific Document" or "Blanket").